

Adopted July 7, 2003
Revised August 2, 2004

**BYLAWS
LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT
BOARD OF ZONING ADJUSTMENT**

**ARTICLE I
Name**

The name of this Board shall be the Louisville/Jefferson County Metro Government Board of Zoning Adjustment ("Board"), as per Louisville Metro Ordinance, O-43-2-03.

**ARTICLE II
Purpose**

The purpose of the Board shall be to direct the economic growth and physical development of Louisville Metro and the communities therein, and to guide such development in such a manner as to assure the prosperity, health, safety, morals and general welfare of the county and its communities.

**ARTICLE III
Functions**

The functions and duties of the Board shall include, but not be limited to, the following:

- A. Manages and conducts the business, activities, and affairs of the Board as prescribed by KRS – Chapter 100 and subsequent amendments and local ordinances and resolutions.
- B. Plans and regulates without favor or prejudice to any individual, group, class, race, or creed.
- C. Approves all policies, procedures, and regulations necessary for the management of the affairs of the Board.
- D. Conducts public hearings as prescribed in the adopted policies.
- E. Keeps minutes and records of all proceedings, including regulations, transactions, findings, and determinations, and the number of votes for

and against each question, and if any member is absent or disqualifies from voting, indicating the fact.

- F. Delegates to committees and/or staff designees such authority that is deemed advisable, and in accordance with statutes and regulations.
- G. Provides continuing liaison informational services insuring communication of planning progress to the general public and the appropriate agencies and organizations.

ARTICLE IV Office

The office of the Board of Zoning Adjustment shall be located at the Department of Planning and Design Services. The Board may delegate duties or functions to staff members as needed to carry out its assigned duties.

ARTICLE V Members

Section 1. Composition. The Board of Zoning Adjustment shall be composed of seven members as prescribed in KRS 100.217(2) and Louisville Metro Ordinance O-43-2-03:

- A. The Mayor shall appoint members to the Board and the Metro Council shall approve all appointments.
- B. No more than two (2) Members of the Board shall be citizen members of the Planning Commission.
- C. Members shall not hold any office incompatible with that of Board member, as set forth in KRS 61.080.

Section 2. Term of Office

Members shall serve three-year terms, except those first appointed to the Board shall serve the following staggered terms:

- A. Two (2) members shall serve one (1) year;
- B. Two (2) members shall serve two (2) years; and

C. Three (3) members shall serve three (3) years.

Section 3. Vacancies. Vacancies shall be filled within sixty (60) days by the appropriate appointing authority (Mayor, with Council approval). If the authority fails to act within that time, the Planning Commission shall fill the vacancy. When a vacancy occurs other than through expiration of the term of office, it shall be filled for the remainder of that term. (KRS 100.217(5)).

Section 4. Compensation. Reimbursement for expenses or compensation or both may be authorized (but is not mandatory) for Board members.

Section 5. Orientation and Continuing Education

A. Each Board member is required by KRS 147A.027 to obtain the following:

1. A minimum of four (4) hours of orientation training within one (1) year prior to appointment or within one hundred twenty (120) days of appointment.
2. A minimum of eight (8) hours of continuing education within each period of two (2) consecutive calendar years, starting at the date of the individual's appointment.

B. Appropriate subjects for education include, but are not limited to: land use planning; zoning; floodplains; transportation; community facilities; ethics; public utilities; wireless telecommunications facilities; parliamentary procedure; public hearing procedures; administrative law; economic development; housing; public buildings; building construction; land subdivision; and powers and duties of the board of adjustment.

C. Certification of training is required. A written statement shall be filed with the planning commission secretary by December 31 of each calendar year identifying the date, subject matter, location, sponsor, and time spent in each program.

D. Failure to complete the education requirement or certification of educational activities shall subject the member to removal according to the provisions of KRS 100.217(8).

- Section 6. Removal of Members. Any member of the Board may be removed by the appropriate appointing authority for inefficiency, neglect of duty, malfeasance, or conflict of interest. Any appointing authority who exercises the power to remove a member shall submit a written statement to the Board setting forth the reasons for removal, and the statement shall be read at the next meeting of the Board of Zoning Adjustment, which shall be open to the general public. The member so removed shall have the rights of appeal in the circuit court. (KRS 100.217(8)).

ARTICLE VI

Officers

- Section 1. Elected Officers. The elective officers shall be a Chairman, a Vice-Chairman, a Secretary, and any other officers it deems necessary.
- Section 2. Nomination and Elections
- A. Nominations. Nominations for officers shall be made from the floor at the annual meeting.
 - B. Election. The officers shall be elected annually by a majority vote of all members present at the annual meeting and shall assume office at the close of the annual meeting.
- Section 3. Term of Office. Officers shall be elected for a term of one year or until their successors are elected and assume office. Any officer shall be eligible for re-election at the expiration of his/her term.
- Section 4. Vacancy in Office. A vacancy in the office of Chairman shall be filled by the Vice-Chairman. The vacancy created in the Offices of Vice-Chairman or Secretary shall be filled at a special meeting, or at the next regular meeting following notification that a vacancy exists. Nominations shall be from the floor and the election shall be by majority votes of those members present.

Section 5. Duties of Officers

A. The Chairman shall:

1. Preside at meetings of the Board;
2. Provide general supervision of the conduct of the affairs of the Board and assigned staff members;
3. Advise the Director of Planning and Design Services as to member concerns;
4. Appoint any committees and committee chairs;
5. Review and sign the approved minutes of all Board meetings and public hearings.
6. Perform such other duties as determined by the Board, the bylaws, and policies adopted by the Board.

B. The Vice-Chairman shall:

1. In the absence of the Chairman, or in the event of the temporary inability of the Chairman to act, perform the duties of the Chairman;
2. Succeed to the Office of Chairman for the unexpired term, in the event of a vacancy in that office;
3. Assume such other duties as may be assigned to the office by the Board.

C. The Secretary shall:

1. Attend all regular and special meetings and hearings, as well as any committee meetings, and keep a record of same, which shall be transcribed in the minute book of the Board;
2. Send notices of all meetings of the Board required to be sent by law, under these bylaws, or as directed by the Chairman;
3. Have charge of all books, papers and records of the Board, and shall attend to all correspondence of the Board;
4. Review and sign the approved minutes of all Board meetings and hearings.

The Secretary's clerical functions may be delegated to a member of the staff, upon resolution of the Board.

Section 6. Temporary Assumption of Duties.

- A. In the event that both the Chairman and Vice Chairman of the Board shall be absent or unable for any reason to attend to the duties of their

offices, the members of the Board may at any regular or special meeting appoint a Chairman Pro Tem who shall attend to all the duties of such officer until such officer shall return, or be able to attend to his/her duties.

- B. If the Board Secretary is elected as Chairman Pro Tem, his/her functions as Secretary must be delegated to a staff member, if this has not already occurred.

ARTICLE VII Meetings

Section 1. Regular, Annual, and Special Meetings.

- A. Regular. Regular meetings of the Board of Zoning Adjustment shall be held at 8:30 a.m. on the first and third Monday of each month at a place designated by the Board at its Annual Meeting, except when ordered otherwise by the Director of Planning and Design Services. If a Monday scheduled for a regular meeting is a holiday for which the office of the Board is closed, the regular meeting shall be held on the following day (Tuesday).
- B. Annual. The annual meeting shall be held immediately preceding the regular meeting held on the first Monday in July of the calendar year, and shall be for the purpose of electing officers, receiving annual reports of officers, committees, and the Director of Planning and Design Services, and transacting such other business as may arise.
- C. Special. Special meetings shall be held at the call of the Chairmanman. All members shall be notified of such special meetings by written or oral notice at least seven days prior to the meeting. The notice shall specify the date, time, place and the business to be considered. (KRS 100.221(1))

Section 2. Quorum. Four members of the Board of Zoning Adjustment shall constitute a quorum. The lack of a quorum shall not prevent a scheduled public hearing.

Section 3. Voting. A majority of all members present where a quorum of the Board is present shall be necessary to transact any official business, except a majority vote of the total Board membership is required to adopt or amend bylaws.

- Section 4. Records. The Board shall keep minutes and records of all proceedings, including resolutions, transactions, findings and determinations; shall record the number of votes for and against each question presented; and shall indicate whether any member is absent or abstains from voting. All such records shall be filed in the office of the Board immediately following the meeting at which they occurred.
- Section 5. Conflict of Interest. Any member of the Board of Zoning Adjustment who has a conflict of interest, including any direct or indirect financial interest in the outcome of any questions before the Board, or any interest that affects his/her impartiality of judgment in the matter, shall disclose the nature of the interest in writing to staff legal counsel prior to the hearing. The member also shall disqualify himself/herself from voting on the question, shall leave chambers until the matter has been resolved, and he or she shall not be counted for the purposes of a quorum. (See *also* KRS 100.221(2)).
- Section 6. Absences. The third consecutive absence of a member from a meeting of the Board shall be made known to the officer who appointed, or has the power to appoint, such member (Mayor). Such continued absence without reason acceptable to the Board shall be considered prima facie evidence that such member has neglected his/her duties as a member of the Board, and the appointing officer (Mayor) shall notify the member to that effect, and may request the resignation of said member.
- Section 7. Open Meetings and Public Hearings. Board of Zoning Adjustment meetings and public hearings shall be open to the public as required by the Kentucky Revised Statutes.

ARTICLE VIII

Committees

- Section 1. Membership. The Chairman of the Board shall form and appoint any committees, and shall designate one member as chairman thereof.
- Section 2. Meetings.
- A. Committees shall meet at such times and places as designated by the chairman of the committee.
 - B. A majority of the members of a committee shall constitute a quorum.

- C. All reports of committees shall be made in writing, and the original copy thereof shall be filed and become part of the records of the Board.

Section 3. Ex-Officio Member. The Chairman of the Board of Zoning Adjustment shall serve as an ex-officio member of all committees.

ARTICLE IX Parliamentary Authority

Robert's Rules of Order, Modern Edition, most current revision, shall govern the proceedings of the Board of Zoning Adjustment in all cases to which they are applicable, and in which they are not inconsistent with these bylaws, Kentucky Revised Statutes, or local laws.

ARTICLE X Amendments

These Bylaws may be amended by a majority vote of the total membership of the Board of Zoning Adjustment at any regular or special meeting of the Board, provided that copies of the proposed amendment have been included in the notice of such meeting. At least seven days' prior notice shall be given.

POLICIES
LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT
BOARD OF ZONING ADJUSTMENT

BOARD OF ZONING ADJUSTMENT POLICIES1.00

1.01 Policies may be:

- 1.01.01 adopted by a majority vote of the entire Board.
- 1.01.02 amended or rescinded by a majority vote of the entire Board after previous notice of at least three business days has been given, in accordance with the Bylaws or these policies.
- 1.01.03 suspended temporarily by a majority vote of those present.

ADMINISTRATIVE POLICIES.....2.00

- 2.01 The Department of Planning and Design Services shall house all official books, papers and records of the Board and shall be responsible for all official correspondence relative to hearings, meetings, resolutions and decisions of the Board, if any such delegation of duties are not specifically set forth in the Bylaws.

APPLICATION PROCEDURES POLICIES3.00

3.01 Applications

- 3.01.01 Every matter on which the Board is authorized or required to act, shall be presented in writing, or on forms provided by the Department of Planning and Design Services, for a specific presentation and shall include all information necessary for clear understanding and intelligent action by the Board. Such information, when requested by the Board, and/or the Department of Planning and Design Services, shall include, but not be limited to, maps, surveys, drawings, plans, charts, and descriptive data. All applicable fees must be paid at the time of application.
- 3.01.02 All matters to come before the Board shall be filed in the Board's office between 8:00 a.m. and 4:00 p.m., except on weekends and holidays

- 3.01.03 All appeals shall be filed in the Department of Planning and Design Services not later than thirty (30) days after the appellant, or his/her agent has received actual notice of the action of the Zoning or Code Enforcement Officer, or Building Inspector, from whose action the matter is appealed.
- 3.01.04 No new application or appeal shall be accepted for Board action within one year of Board, or Planning Commission action on an application on the same, or substantially the same tract of property, unless the Board finds and resolves that either:
- (1) substantial land use, economic or social changes affecting the property have occurred in the interim; or
 - (2) the new application differs significantly from the original application. For purposes of this Policy, "differs significantly" shall mean:
 - (a) a different issue; or
 - (b) any other difference that the Board finds to constitute a significant change from the original application.

Applications made by governmental agencies shall not be subject to this policy nor shall such governmental applications affect the filing of subsequent non-governmental applications.

DOCKET PROCEDURES POLICY..... 4.00

4.01 The filing deadline for docketing cases for a Board meeting shall be, as follows:

- 4.01.01 Public Hearing Cases - 4:00 p.m. on Tuesday, at least 20 days prior to the regular Board meeting; however, no more than eight (8) cases shall be docketed for public hearing at any regular meeting of the Board.
- 4.01.02 Other Requests For Board Action - 4:00 p.m. on Friday, at least 10 days prior to the regular Board meeting.

4.02 Each case to be brought before the Board of Zoning Adjustment for public hearing shall be assigned a docket number which shall consist of three parts to be separated by dashes.

- 4.02.01 The first part shall consist the letter "B."
- 4.02.02 The second part of the docket number shall indicate the number of applications that have been filed that calendar year.
- 4.02.03 The third part of the docket number shall reflect the last two digits of the calendar year in which said matter was filed.
- 4.03 The agenda of cases to be considered at any Board meeting shall be posted in the office of the Board not less than three (3) business days before such meeting.
- 4.04 A member of the staff, or authorized agent thereof, shall post at least one printed notice of the hearing in a conspicuous location on or near the property or premises affected in the case. Such notice shall be posted at least three (3) business days prior to the date of hearing of the case.

PUBLIC HEARINGS..... 5.00

- 5.01 Public hearings shall be held in the courtroom of the Old Jail Building, Sixth and Liberty Streets, unless the Chairman of the Board, or Director of Planning and Design Services designates some other place.
- 5.02 Copies of the agenda and staff reports shall be made available for review by the public at all Board meetings and public hearings.
- 5.03 Cases set for public hearing on a given day shall be heard in the order in which they appear on the agenda unless the Chairman directs otherwise.
- 5.04 The Chairman may rule testimony out of order if the testimony is redundant or irrelevant or if it is not presented at the proper time.
- 5.05 The Chairman shall have the authority to determine the admissibility of evidence.
- 5.06 When a matter is set and advertised for a public hearing, the hearing shall be conducted, even if no interested party is present at the hearing, unless the Chairman directs otherwise. If any party in attendance wishes to be heard on the record for a public hearing, said hearing may not be deferred, but may be continued after taking the testimony of those present, upon approval by the Board.

- 5.07 Within a reasonable time prior to the public hearing, any person planning to attend may request that the Board of Zoning Adjustment invite any governmental employee who has commented in writing on the proposal to come to the hearing, for the purpose of answering questions relating to said comments.
- 5.08 Each person who speaks at the public hearing shall furnish his name and address to the Board.
- 5.09 Each matter in the public hearing shall be heard in the following order:
 - 5.09.01 The Chairman of the Board of Zoning Adjustment, or other presiding officer, shall read the notice of the hearing.
 - 5.09.02 A member of the staff shall present a summary of the staff report, and videotape presentation. The entire staff report, although not read, shall be made part of the record of the case.
 - 5.09.03 The applicant, or his/her representative, shall make a statement giving reasons for the request. (If in the case of an appeal, the administrative official whose action is being appealed, or his/her representative, shall state his her case, including documentary evidence.)
 - 5.09.04 Other persons in favor of the application/administrative action shall be heard.
 - 5.09.05 Those persons neither in favor of, nor opposed to application/administrative action, shall be heard.
 - 5.09.06 Those persons opposed to the application (or the appellant, in the case of an appeal) shall be heard.
 - 5.09.07 The applicant/administrative official, may be heard in rebuttal. Usually, only one person will be allowed to speak in rebuttal. Others may be allowed by the Chairman for good cause.
- 5.10 The Board may limit the time each person may speak.
 - 5.10.01 The same amount of time shall be granted to all those in support of the request, those in opposition to request, and those neither in support, nor opposition to the request. Rebuttal shall be limited to one-fourth the initial time given.

- 5.10.02 Hearing time limits may be extended by the Board of Zoning Adjustment Chairman.
- 5.11 The appellant or applicant may appear on his/her own behalf, or may be represented by a duly-authorized agent at the hearing. In the absence of any personal appearance by the appellant, applicant, or authorized agent at a hearing, the Board shall proceed to dispose of the matter, based upon the record before it.
- 5.12 At any time during the hearing, members of the Board may ask any person in attendance questions relating to the case. In addition, during a person's time to speak, he/she may ask relevant questions of prior adverse or neutral speakers concerning any information presented, subject to the reasonable control of the Board. If new information is presented for the first time during rebuttal, the Board may allow prior adverse or neutral speakers to comment or ask questions, provided that such comments or questions shall be limited in scope to the new information presented during rebuttal testimony.
- 5.13 All evidence should be presented at the public hearing. No evidence may be received into the record after the conclusion of the public hearing.
- 5.14 Any exhibit which cannot be folded so as to fit easily into an 8 ½" x 14" folder shall be photographed and submitted in the form of a 35mm slide or other format determined to be acceptable by staff of Planning and Design Services.
- 5.15 Following the public hearing, the Board may take any of the following actions:
 - 5.15.01 Approve or recommend approval of the request as submitted or modified
 - 5.15.02 Deny or recommend denial of the request as submitted or modified
 - 5.15.03 Close the hearing and defer action on the case to a regular business session of the Board
 - 5.15.04 Continue the hearing to a later date for additional testimony related to the case.
- 5.16 Variances not requiring a public hearing.
 - 5.16.01 The Board may approve the following variances without a public hearing if the applicant submits the written consent of all first tier adjoining property owners:

- a. Side yard and rear yard variances to permit a detached garage which is accessory to a single-family residential use or any addition to a principal single-family structure;
- b. Variances to permit a garage or building addition to cover more than 30% of the rear yard on property used for detached single-family residential use; (note, this provision applies to principle structures in the Neighborhood Form District (NFD) only. Accessory structures in the NFD can encroach up to 50% and cumulative encroachment of accessory and principal structures shall not exceed 50%. TNFD does not permit any encroachment into a rear yard.)
- c. Variances to permit any building to be closer than the required minimum distance to another building on the same lot;
- d. Variances to allow the private yard area in the Traditional Neighborhood Form District;
- e. Variances to allow the accessory structure/use area to exceed the maximum depth in the Traditional Neighborhood Form District.
- f. A departure from a dimensional requirement of the Land Development Code of 10% or less.

5.16.02 Written consent as referenced in this Policy 5.16 shall be in the form of a document signed by each adjoining property owner immediately adjacent to the subject property and directly across the street from the subject property. At the time said consent is signed, the document shall be accompanied by a drawing to scale, including dimensions, showing the location of the existing and proposed structures in relation to property lines and in relation to each other.

5.16.03 Upon receipt of an application for variance that is eligible for approval by the Board without a public hearing, the staff shall docket such request at the next regular Board meeting, and such request shall be considered by the Board in open executive session.

ORDER OF BUSINESS 6.00

The order of business is a sequence in which business normally occurs at a session. Unless deviation from the normal sequence is requested by a member of the Board, or the Director of Planning and Design Services and approved by the Chairman, the order of business shall be as follows:

1. Public Hearing
2. Business From Public Hearings
3. Unfinished Business

Business Session:

4. Approval of Board Minutes From Previous Meeting(s)
5. New Business
6. Non-Hearing Cases
7. Reports of Officers and Committees
8. Adjournment

PUBLIC RECORDS POLICY 7.00

- 7.01 The Board of Zoning Adjustment shall conform to KRS 61.870 - 61.884, regarding open records.
- 7.02 Board of Zoning Adjustment public records are located in the offices of Planning and Design Services, 531 Court Place, Suite 900. Regular office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. The official custodian of the public records shall be as determined by the Louisville/Jefferson County Metro Government.
- 7.03 Pre-application materials are confidential and are not open to public inspection.

CODE OF ETHICS..... 8.00

- 8.01 Members of the Board and staff will not accept or solicit money, favors, or gifts that reasonably could influence their official actions.

- 8.02 Members of the Board and staff will not use confidential information to obtain money or favors for themselves or others.
- 8.03 Members of the Board and staff will not misuse their official position for personal gain or for the gain of others.

RECONSIDERATION POLICY 9.00

- 9.01 No appeal, application, or other matter acted upon by the Board may be reconsidered, except:
 - 9.01.01 Upon motion by a member of the Board who voted with the majority
 - 9.01.02. Said motion must be seconded by any member of the Board either for reconsideration, or rehearing.
 - 9.01.03 Such motions for reconsideration shall be made, and reconsideration shall occur, within thirty (30) days of the Board's original vote.

PREVIOUS JEFFERSON COUNTY BOARD OF ZONING ADJUSTMENT RESOLUTIONS..... 10.00

- 10.01 The attached Resolutions of the former Jefferson County Board of Zoning Adjustment relating to variances which may be granted without a public hearing (adopted February 15, 1982), and to those resulting from a dedication of a right-of-way (adopted October 5,1998) are hereby adopted.